Received in the Records 25/1/1911

# GENERAL AND REVENUE SECRETARIAT.

1904

( Govt Finance

**File No.** 4

**Serial Nos.** 5 P13

## Papers Filed.

***Month*** _____

SUBJECT.

Old papers refg to the relative to G R Secretariat Budget (04-05)

| PREVIOUS REFERENCES. | LATER REFERENCES. |
|---|---|
| | |

## Detailed Account No. 24 B—Miscellaneous—(2) Miscellaneous (General).

| | Budget Estimate, 1904—1905. | Revised Estimate, 1903—1904. | Budget Estimate, 1903—1904. | A 190 |
|---|---|---|---|---|
| 1. Rewards for killing Wild Animals .. | | | 4,900 | 1,75 |
| 2. Interment of Paupers ... ... | | | 1,900 | 1,24 |
| 3. Books, Maps and Advertisements ... | 7000 | | 8,465 | 14,90 |
| 4. Purchase and Repair of Tents .. | 10,000 | | 11,500 | 5,1 |
| 5. Charges for Remitting Treasure from and to the State Huzur Treasury ... ... | | | 4,350 | 4,20 |
| 6. Brass Plates for Peons' Belts .. ... | 500 | | 2,450 | 65 |
| 7. Petty Charges of a Special Nature .. | | | 1,183 | 55 |
| 8. Charges for Collecting Tolls .. ... | | | 1,392 | 1,594 |
| 9. Compensation for Lands taken up for Public Purposes .. ... ... | | | 7,000 | 46,54 |
| 10. Conservancy Establishment to Keep Tippu Sultan's Palace in order at Bangalore ... | | | 216 | 21 |
| 11. Rents, Rates and Taxes ... .. | | | 1,000 | . |
| 12. Irrecoverable Temporary Loans Written Off | | | 2,500 | 34 |
| 13. Commission on Drafts Granted by Banks... | | | 100 | . |
| 14. Presidency Banks Commission Postage &c. | | | 1,000 | 53 |
| 15 Loss by Exchange on Remittances to Messrs. Coutts & Co. ... .. ... | | | 8,000 | ,60 |
| 16. Difference of Pay to Mr. D. Sitarama Rao | | | | 25 |
| 17. Allowance to Veterinary Assistant Surgeon, Bangalore ... ... | | | 300 | 30 |
| 18. Establishment for Testing Cotton Yarn .. | | | 180 | 18 |
| 19. Moiety Cost of Maintaining Jogi Matt ... | | | 60 | . |
| 20. Repairs to State Carriages .. ... | | | | . |
| 21. Improvement of Mysore Fort .. | | | | . |
| 22. Sanitary Establishment and Contingencies of Urigaum village. ... ... | | | 1,206 | 1,15 |
| 23. State Shikari Establishment Charges * ... | | | 2,000 | 1,51 |
| 24. Other items ... ... ... | | | 1,000 | 61 |
| Cost of Scales, Padlocks and Net Bags, etc., supplied to District Treasuries. ... | | | . | 49 |
| | 17,500 | | | |
| | | | 60,702 | |
| *Deduct.*—For rounding ... | | | 2 | |
| Total (2) Miscellaneous (General) ... | | | | 60,700 |

Estimate not intimated. A Lump Sum Provision is made.

## Detailed Account No. 24 C—Miscellaneous—(5) Charities, Donations, &c.

| | | | | |
|---|---|---|---|---|
| 1. Charitable Grants in Memory of His Highness the late Chamarajendra Wodeyar Bahadur. ... ... | | | | 18,91 |
| 2. Donation to Edinburgh Indian Association... | | | 3,150 | |
| 3. Grants to Municipalities for Special Purposes | | | | 2,36 |
| 4. Subscription to Victoria Memorial Fund ... | | | 1,50,000 | |
| 4. Bonus paid to Colonel Campbell ... | | | | 20,50 |
| | | | 1,53,150 | |
| *Add.*—For rounding ... | | | 50 | |
| Total (5) Charities, Donations, etc. ... | | | | 1,53,200 |

Decrease is due to transfer of Rs. 1000 to 15-Contingencies."

## Detailed Account No. 14 I—General Administration—(11) Agricultural Banks.

| | Numbers. 1903—1904. | Numbers. 1904—1905. | | Budget Estimate, 1904—1905. | | Revised Estimate, 1903—1904. | | Budget Estimate, 1903—1904. | | Accounts, 1902—1903. | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | (Establishment abolished). | | | | | | | | |
| *Salaries.* | | 1 | 1 Inspector (500)* ... | | | | | | 500 | | 6,000 |
| *Establishments* | | | 2 Establishment† ... | | | | | | | | |
| | | 4 | Accountants and Clerks (80), (55), (25), (15) ... | 960 1800 | | | | 2,100 | | | |
| | | 7 | Servants—(9), 5 (7), (6). | 600 | 1560 | | | 600 | | | |
| | | | | | | | | | 2,700 | | 2,668 |
| *Allowances.* | | | 3 Travelling Allowance... | | | | | | | | 741 |
| *Contingencies.* | | | 4 Contingencies ... | | | | | | | | 418 |
| | | | Total (11) Agricultural Banks ... | | | | | | 3,200 | | 9,827 |

* For one month only.

† Working in the General and Revenue Secretariat, and provision retained to meet the charges till the establishment is absorbed otherwise.

Provision for the pay of one accountant
of Co. 80 is made, the rest having been
otherwise provided for

## Detailed Account No. 14 A—General Administration—(3) Genl. & Rev. Sect.—*concld.*

| | Numbers. 1903-1904. | Numbers. 1904-1905. | | Budget Estimate, 1904-1905. | Revised Estimate, 1903-1904. | Budget Estimate, 1903-1904. | | Accounts, 1902-1903. | |
|---|---|---|---|---|---|---|---|---|---|
| | | | Brought forward ... | 117990 | | 1,15,398 | 56,400 | 1,03,227 | 56,490 |
| *Establishments* contd. | | | 12. Genl. & Rev. Sect. Establishments—Temporary. | | | | | | |
| | | | Clerks 2 (15) ... | — | A | 360 | | | |
| | | 4 | Record Sorting Clerks (20), 2 (15), (10) ... | — | B | 180† | | | |
| | | 1 | Supernumerary Clerk for the Legislative Branch (120) | — | C | 1,440 | | | |
| | | | Allowance to Record-keeper (5) | 60 | | 60 | | 7,190 | |
| | 56 54 | | Servants—Duftarbund (8), Carpenter (10), Lascars 5 (7), (6), Peons 2 (7), 45 46 (6) ... | 4188 | D | 4,032 | | | |
| | | | Allowance to Bicycle orderlies 4 (4) ... | 192 | | 192 | | | |
| | | | | | 122430 | | 1,21,662 | | 1,10,417 |
| *Allowances.* | | | 13. Travelling Allowance to Officers.. | 10000 | | 10,000 | | 13,448 | |
| | | | 14. Travelling Allowance to Establishment ... | 9000 | | 9,000 | 19,000 | 7,883 | 21,331 |
| | | | | | 19000 | | | | |
| *Contingencies.* | | | 15. Purchase of ~~Law~~ Books, ~~Legislative~~ for the ~~Branch~~ Gen: & Rev: Secretariat | 3000 | E | 2,000 | | 1,434 | |
| | | | 16. Contingencies— | | | | | | |
| | | | Postage & Telegrams 2000 | | | | | | |
| | | | Purchase of Furniture 2000 | | | | | | |
| | | | Repairs to Furniture 1000 | | | | | | |
| | | | Liveries & Clothing 3000 | | | | | | |
| | | | Tour Charges — 8000 | | | | | | |
| | | | Rent — — — 1200 | | | | | | |
| | | | Office expenses 2500 | | | | | | |
| | | | Miscellaneous — 500 | | | | | | |
| | | | (To meet unforeseen expenses) 20200 | 20200 | F | 20,536 | | 33,971 | |
| | | | | | 23200 | | 22,536 | | 35,405 |
| | | | | | | | 2,19,598 | | |
| | | | *Add*—For rounding ... | | 2599C | | 2 | | |
| | | | Total (1) Genl. & Rev. Sect. | | | | 2,19,600 | | 2,23,643 |

† For three months only

* Decrease is due to the abolition of the Tempor Establishment marked A. B. and C.

D In this Office Memo 20: 751 dated 10 November/03 one Typist on Rs. 15 and 2 Peons on Rs. 7 and 6 were mentioned as the Temporary Establishment entertained for the Office of the Private Secretary to the Dewan. Prior to the date of the above order the charges required on account of these servants were met from the Contingencies. According to the Budget rules they have now been shown under Establishment (Temporary) & Only Rs. 156 on account of the two Peons has been retained and hence shown as an additional cost. However a Corresponding reduction necessary under the Head "Contingencies" has been made. The Typist being a member of Superior Estt. his place is abolished by reason of the New Scale.

E The Legislative having formed a Section of the General and Revenue Secretariat a Separate provision has been omitted. The increase is due to the increased demand for books for the whole Department.

F Apportionment has been made with reference to the expenditure till now incurred and to what may be required for the remaining months of the current year.

Detailed Account No. 14 A—General Administration—(3) Genl. & Rev. Sect.—*contd.*

| | Numbers 1903-1904. | Numbers 1904-1905. | | Budget Estimate, 1904-1905. | | Revised Estimate, 1903-1904. | | Budget Estimate, 1903-1904. | | Accounts, 1902-1903. | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Brought forward ... | 88416 | | | | 84,924 | 56,400 | 94,419 | 56,4 |
| | | | 10 Genl. & Rev. Sect. Establishment, Permanent —contd. | | | | | | | | |
| *Establishments* contd. | 206 | 206 | Orderlies—Jamadars 2 (20), Chobdars (15), (14), Dafadars ~~2~~ (14), ~~1~~ (13) ~~48~~ (12), Personal Allowance (2), Dalayets ~~(11) 12~~ (10), 14 (9), 18 (8), ~~36~~ (7), Personal Allowance 3 (1), Peons ~~79~~ (6) Personal Allowance 9 (1) Masalchis (3), (7), 8 (6) Personal Allowance (1) Waterman 2 (6), Personal Allowance (1), Lascars (9), 6 (7), Sweepers (7), 8 (6), Scavengers (7), 5 (6), Bicycle Orderlies 2 (5), Hakim (10) ... | 18264 | A | | | 18,264 | | | |
| | 7 | 7 | Orderlies retained by Mr. T. R. A. Thumboo Chetty—Dafadars (10), Peons (8) (7), (6), Sweeper (6), Masalchi (6), Lascar (6), Allowances—Peons (1½), 2 (1) Masalchi, (1), Lascar (½) ... | 648 | | | | 648 | | | |
| | 10 | 8 | Orderlies returned to Office by Mr. T.R.A. Thumboo Chetty, C. I. E.—Mutchi (10), Peons 2 (9), (8), 2 (7), 2 (6), Allowance—Peons 2 (1½), 2 (½) | 792 | | | | 792 | | | |
| | | | 11. Councillors' Establishments— | | | | | | | | |
| | 3 | 2 | Personal Assistants, 2 (100-25-150) ... | 3000 | B | | | 3,600 | | | |
| | 1 | 1 | Supernumerary ~~(175)~~ 150 ... | 1800 | C | | | 2,100 | | | |
| | 36 | 36 | Servants—Jamadars 2 (15), Chobdars 2 (12), Dafadars 2 (10), Peons 4 (9), 4 (8), 6 (7), 8 (6), Sweepers 2 (6), Masalchis 2 (6), Lascars 2 (6), Mutchis 2 (10), Lump-sum 2 (16) for Allowances to deserving servants ... | 3840 | D | | | 3,840 | | 8,808 | |
| | 18 | 11 | *Orderlies of the late 3rd Councillor ~~Mr. C. Madiah, B. B.~~— Jamadar (15), Chobdar (12), Peons 2 (9), (8), 3 (7), 3 (6)—Allowance, Jamadar (2), Chobdar (1), Peons (2), 5 (1), (½). | 1230 | | | | 1,230 | | | |
| | | | Carried over ... | 117990 | | | | 1,15,398 | 56,400 | 1,03,227 | 56,4 |

~~Five are working under Mr. C. Madiah, B.B., and 6 in Office.~~

A. The number of orderlies for the year 1904-05 is the same as that for 1903-04. The number in each class is given as it now stands in the Barawards.

B. Rs. 1800 = pay of the Personal Assistant to the 1st Councillor @ Rs. 150/- p.m.

Rs. 1200 = Do. do. to the 2nd Councillor @ Rs. 100/- p.m. (for one to be appointed)

3000

C. Provision for the pay of Mr. P. Narayana Rao Personal Assistant to late Hon. Councillor Mr. V. P. Madhava Rao C.I.E., pending an appointment or other appointment in the Administration. The provision of Rs. 175 made last year was for pay of Mr. T. Dharmaraja Chetty who has since been appointed Amildar.

D. Full Establishment required for two Councillors.

Detailed Account No. 14 A—General Administration—(3) Genl. & Rev. Sect.—*contd.*

| | Numbers. 1903-1904 | Numbers. 1904-1905 | | Budget Estimate, 1904-1905. | Revised Estimate, 1903-1904. | Budget Estimate, 1903-1904. | | Ac 190 |
|---|---|---|---|---|---|---|---|---|
| | | | Brought forward ... | | | 47,220 | 56,400 | |
| | | | 10 Genl. & Rev. Sect. Establishment, Permanent—contd. | | | | | |
| | | | *Petition Branch.* | | | | | |
| *Establishments* contd. | 18 | 17 | Precis Writers and Translators (80), (65), (50), 2 (35), Munshis and Clerks 6 (30), 5 (25), (15) ... | | | 7,020 | | |
| | | | *Revenue Branch.* | | | | | |
| | 27 | 24 | Naib Sheristadar (200), Accountants, (90), (80), 2 (60), (55), 2 (45), 2 (40), 3 (35), 3 (30), 3 (25), 4 (20), (15) .. | | | 12,960 | | |
| | | | *Stores Branch.* | | | | | |
| | 6 | 6 | Store-keeper (35 + *10) Mutsaddies (20), 3 (15), (10). | | | 1,440 | | |
| | | | *Local Boards Branch.* | | | | | |
| | 12 | 10 | Clerks (150), (65), (50), (45), 2 (40), 3 (25), (20) ... | | | 5,820 | | |
| | | | *Library.* | | | | | |
| | 1 | 1 | Clerk (15) ... | | | 180 | | 94,419 |
| | | | Brought forward | 83400 | | | | |
| | | | *Muzrai Branch.* | | | | | |
| | 8 | 8 | Manager (150), Clerks (50), (40), 2 (30) Record-keeper (30), Vernacular Clerks (25), (20) ... | | | 4,500 | | |
| | 9 | 9 | Servants—Dafadar (9), Peons (8), 4 (7), Lascars 2 (7), Masalchi (6) ... | | | 780 | | |
| | | | *Menial Establishment.* | | | | | |
| | 15 | 15 | Mutchis and Book-binders (30), (20), (18), 5 (15), (12), (11), 2 (10), (9), 2 (8) ... | 2532 | | 2,532 | | |
| | 6 | 6 | Harikars (25), (20), (~~14~~ 15) (12), 2 (10), Personal Allowances (10), (8), (2) ... | 1344 | | 1,332 | | |
| | 9 | 9 | Daftarbunds (13), 3 (12), 2 (10), 2 (9), (7), Personal Allowance (1) ... | 1140 | | 1,140 | | |
| | | | Carried over ... | 88416 | | 84,924 | 56,400 | 94,419 |

Personal Allowance.

No provision for the Inuzrai Establishm
has been made since the Muzrai Depart
ment has been constituted an independe
Secretariat. vide order No: H. 2374 date
29 Feby/04

Increase is due to the grant of an
annual increment of one rupee to one
Haridas on Rs. 14 as per this office Dem
No: 5531/Mis. 917 dated 30-9-01.

Cal C.

| | Detailed Account No. | Budget Estimate, 1904-1905. | Revised Estimate, 1903-1904. | Budget Estimate, 1903-1904. | Accounts, 1902-1903. |
|---|---|---|---|---|---|
| (1) Dewan to H. H. the Maharaja (3,000) | | 36,000 | | 36,000 | 36,000 |
| (2) State Councillors 2(1,800—100—2,000)* | | 48,000 | | 48,000 | 51,474 |
| (3) General and Revenue Secretariat† | 14A | | | 2,19,600 | 2,23,643 |
| (4) Private Secretary to His Highness the Maharaja ... | 14B | | | 52,900 | 64,404 |
| (5) Scholarships ... | 14C | | | 3,300 | 3,001 |
| (6) Revenue Commissioner ... | 14D | | | 22,400 | 9,111 |
| (7) Comptroller's Office ... | 14E | | | 83,800 | 82,186 |
| (8) State Huzur Treasury ... | 14F | | | 17,000 | 16,732 |
| (9) Government Houses, Stables, Parks and Gardens ... | 14G | | | 75,000 | 96,154 |
| (10) Stationery and Printing ... | 14H | | | 1,92,200 | 1,48,402 |
| (11) Agricultural Banks ... | 14I | | | 3,200 | 9,827 |
| | | | | 7,53,400 | |
| *Add or Deduct*—For rounding ... | | | | *400* | |
| Total .. | | 84,000 | | **7,53,000** | **7,40,934** |

* ~~First Councillor is also Revenue Commissioner~~.

† Includes also salary of the Private Secretary to the Dewan; Councillors' Establishments; Travelling Allowances of Dewan, Councillors and their establishments; and contingent charges of the offices of Dewan and Councillors

## Detailed Account No. 14 A—General Administration—(3) General and Revenue Secretariat.

| | Numbers. 1903-1904. | Numbers. 1904-1905. | | Budget Estimate, 1904-1905. | Revised Estimate, 1903-1904. | Budget Estimate, 1903-1904 | Accounts, 1902-1903. |
|---|---|---|---|---|---|---|---|
| | | | (1200) | | | | |
| *Salaries..* | 1 | 1 | 1 Secretary, General and Revenue Depts., (~~1,000~~) | | | | |
| | 3 | 2 | transferred from 2A—Land Revenue—(1) | | | | |
| | 1 | 1 | Deputy Commissioners of Districts (p. 22) ... | 14400 | | 12,000 | 12,071 |
| | | | 2 Local Allowance (150)... | 1800 | | 1,800 | 1,650 |
| | | | 3 Deputy Secretary (~~800-50-1000~~) (600-40-800). | 7200 | | 11,400 | 10,145 |
| Registrar | (400-40-600) 1 | | 4 Assistant Secretaries,— | 4,800 | | | |
| | 1 | ~~1~~ | ~~Huzur~~ Head Sheristadar (500) ... | — | | 6,000 | |
| | | | Assistant Secretaries ~~2~~ (500), (450), (~~300~~) transferred from 2C-Land Revenue—(3) Assistant Commissioners (p 26) ... | 19560 | | 21,000 | 27,050 1,150 |
| | 4 | 4 | | ~~21960~~ | | | |
| | | | 5 Local Allowance (50) | 600 | | 1,200 | 4,424 |
| | | | 6 Private Secretary to the Dewan (250) .. | 3000 | | 3,000 | . |
| | 1 | 1 | 7 Exchange Compensation Allowance .. | | | . | . |
| | 1 | 1 | 8 Contribution towards Pension and Leave Allowances .. | | | . | . |
| | | | 9 Exchange on Europe Family Remittance ... | 51360 | | . | . |
| | | | | — | | — | — |
| | | | | | | 56,400 | 56,49 |
| *Establishments.* | | | 10 General and Revenue Secretariat Establishments. Permanent— | | | | |
| | | | Upper Division | | | | |
| | | | Superintendents | | | | |
| | 2 | | 1st grade (200-10-250) | 4,800 | | | |
| | 5 | | 2d grade (150-10-200) | 9,000 | | | |
| | 7 | | Assistant Superintendents (100-10-150) | 8,400 | | | |
| | | | Lower Division | | | | |
| | 18 | | Clerks 1st grade (70-6-100) | 15,120 | | | |
| | 36 | | Do 2d grade (50-4-70) | 21,600 | | | |
| | 68 | | Do 3rd grade (30-4-50) | 24,480 | | | |
| | | | Carried over | 83400 | | | |

A The pay of the Secretary provided which Mr. B. K. Venkatavaradiengar was prior to his appointment as Secretary and Revenue Department. The local attached to the post of the Secretary is allowed to stand.

B. Increase is due to the appointment of Anantasami Rao as Mirasi Secretary. The appointment of an Assistant Secretary Deputy Secretary on Rs. 600-40-800 - vide G.O. 2374 dated 29-2-04.

C. Increase is due to the appointment Registrar on Rs. 400-40-600 - vide G.O. quoted above.

D. The designation of Mr. C. Rama Rao has been changed from "Huzur Head Assistant" to "Assistant Secretary" - vide para 6 of Govt. G.O. No. G.5218-57 dated 14-4-04. Also the appointment of an Account Officer as Assistant Secretary - Financial matters involves a co. of Rs. 300-40-500. (vide para 5 of the ref

Flag B.

Provision is made for the pay of the Superior Establishment as per scale fixed in Govt. G.O. quoted Ref. No. G.5218-57 dated 14-4-04. Only the minimum of the scale has been adopted for the purpose of these Estimates.

Flag B

ROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Order, No. Fl.2374 dated Bangalore, 29th February 1904.

The Government of His Highness the Maharaja of Mysore are pleased to sanction the pay of the under mentioned officers as noted against their names:-

(1). Mr. L. Anantaswami Rao, B.A. Secretary to the Government of His Highness the Maharaja ~~of of Mysore~~ in the Muzrai Department Rs. 1000.

(2). Mr. K.S. Cendrasekhara Iyer ~~Esquire~~, B.A. B.L. Deputy Secretary, General and Revenue Departments. Rs 600 - 40 - 800.

(3). Mr. D.M. Narsinga Rao, B.A. B.L. Registrar General and Revenue Secretariat. Rs 400 - 40 - 600.

(4). Mr. H. Ramaiya, Assistant Secretary General and Revenue Departments will draw Rs 380 from this date and is put into the grade of Rs 300 - 40 - 500.

2. Appointments Nos. 1, 2 and 3 will take effect from today i.e.the 29th February 1904.

H.J. C. Rama Rao

for Offg. Secretary.

To

The Comptroller to the Government of His Highness the Maharaja of Mysore.

FROM L. Anandasami Rao Esq
~~K. V. NANJUNDAYYA, ESQ., M.A., M.C.A.,~~ B.A.
Offg. Secy. to the Govt. of His Highness
the Maharaja of Mysore,
Genl. & Rev. Depts.

To The Comptroller

Dated 4th June/April 1904

Despatched

Received

General No. 6139.
No.

Enclosure No.

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Has the honour to forward herewith the Budget Estimates of Expenditure of the General and Revenue Secretariat for the Year 1904-05.

By order

Offg Secy 4/6/04

21/4/04

MGCPB—2,000—15-8-03

From L.Anantasami Rao,Esq,B.A.,
[redacted]
Offg Secy. to the Govt. of His Highness
the Maharaja of Mysore,
Gen. & Rev. Depts.

To

The Comptroller to the
Government of Mysore.

Dated 4th June 1904.

Despatched

Received

General No. 6138)
No.

Enclosure No.

---

Has the honor to forward herewith the Budget Estimates of Expenditure of the General and Revenue Secretariat for the year 1904-'05.

By Order,

L Anantasami

T.R. - Offg. Secretary.

89

MGCPB—2000—11-2-04

READ THE FOLLOWING :—

(1) The Diaries of Mr. D. M. Narasinga Rao, forwarded from Simla.

(2) His Notes on the system of work in the Department of Revenue and Agriculture Government of India.

(3) His Report on the re-organisation of the General and Revenue Secretariat.

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No. G. 5218-57, DATED BANGALORE, 14TH APRIL 1904.

ORDER THEREON.—It has been, for some time, apparent that the organisation and system of work obtaining in the General and Revenue Secretariat, have become inadequate to meet the ever increasing demands of a complex and progressive administration, and the Government of His Highness have devoted much consideration to the problem of securing a standard of work in those branches better suited to the circumstances and requirements of the present day. More than one draft scheme of re-organisation has been submitted by the Secretary for the time being, and, finally, in September last, it was decided that the model afforded by a Government of India Secretariat might be profitably studied as representing the labours of the highest Secretariat ability, applied to the most matured and varied experience. The permission of the Government of India was, accordingly, obtained to the deputation to Simla of Mr. D. M. Narasinga Rao, B.A., B.L., Assistant Secretary to Government, to study on the spot, the methods followed in the Department of Revenue and Agriculture. Thanks to the courtesy of the officers of that Department, Mr. Narasinga Rao was enabled to execute his mission with success and to obtain an intimate knowledge of the principles and practice of a representative Secretariat of the Supreme Government. On his return to Bangalore he was instructed to submit, for the information of His Highness' Government, a complete report on the two systems concerned, as well as proposals for the re-organisation of the General and Revenue Secretariat.

2. The Government of His Highness are pleased to observe that Mr. Narasinga Rao has carried out these instructions in a satisfactory manner. He has submitted an able analysis of the two systems and has clearly indicated the shortcomings in the present methods of work in the local Secretariat and their causes. The remedies suggested by him are, in the opinion of the Government, well considered and appropriate. The Government of His Highness accordingly approve and adopt the entire report of Mr. Narasinga Rao, subject to the modifications stated below :—

(1) The 'Section' of 'Census' will form part of 'Statistics' in the Financial Branch.

(2) The designation of 'Clerks' and 'Assistant Superintendents' will be preferred to those of 'Assistants' and 'Deputy Superintendents.'

(3) The Muzrai will form a separate Department with an independent Secretary at its head.

3. Of the various proposals approved by Government and set forth in the statement annexed, the more important call for specific reference.

4. The branches with the sections comprising them will be as follows :—

| Name of Branch. | Name of Section. |
|---|---|
| I. Revenue Branch— | (i) Land Revenue (including Mohatarfa and Sayer.) |
| | (ii) Land Surveys. |
| | (iii) Agriculture (including Exhibitions, Economic Products and Famine.) |
| | (iv) Forest. |
| | (v) Revenue Miscellaneous (including Council Committee cases under Clause XII of the Rules of Business.) |
| II. Financial— | (i) General Finance. |
| | (ii) Excise or separate Revenue. |
| | (iii) Banking. |
| | (iv) Salaries and Allowances. |
| | (v) Civil Accounts. |
| | (vi) Statistics including Census. |

| Name of Branch. | Name of Section. |
|---|---|
| III. Legislative and Judicial— | (i) Legislation. |
| | (ii) Courts. |
| | (iii) Prisons and Jails. |
| | (iv) Registration. |
| | (v) Police. |
| IV. Local Fund and Sanitary— | (i) Local Boards. |
| | (ii) Municipal. |
| | (iii) Medical. |
| | (iv) Sanitary. |
| | (v) Education. |
| | (vi) Examinations— |
| V. General— | (i) Reports. |
| | (ii) Press. |
| | (iii) General Miscellaneous comprising :— |
| | (*a*) Meteorology. |
| | (*b*) Archæology |
| | (*c*) Patents. |
| | (*d*) Weights and Measures. |
| | (*e*) Supply of stores and stationery. |
| | (*f*) All matters not falling under any of the specified Branches. |

The Branches thus constituted will be definite and self-contained working units susceptible of effective supervision. Their records will be arranged on simple and intelligible lines and reference to them will, as a result, be greatly facilitated. The Petition Branch will cease to exist since it limits the self-completeness of the other Branches, needlessly retards the despatch of business and entails superfluous work. The Council and Political Branch will likewise be abolished as it has no papers of its own and in other respects lacks the essentials of a Branch.

5. The Financial Branch being both technical and important, the suggestion to appoint a duly qualified Account officer as Assistant Secretary for dealing with the papers of this Branch commends itself to Government.

6. The designation of the Huzur Head Sheristadar has proved inappropriate owing to the duties attached thereto in the past having ceased to exist. It is unnecessary to retain this designation, since the rank of this office is avowedly that of an Assistant Secretaryship and its duties are identical with those of the latter. The officer holding that designation will, in future, be styled 'Assistant Secretary.'

7. The existing scale of office establishment provides for 136 hands of superior service, which strength must be retained till future experience indicates how far reduction is feasible. The present scale of pay offers no definite prospects of promotion to the deserving and is inadequate generally to attract men of the ability required in a Central office such as the General and Revenue Secretariat. His Highness has therefore been pleased to sanction the scale of establishment and pay set forth in the statement below involving a minimum monthly increase of Rs. 260 and a maximum of Rs. 3,580 :—

| Designation. | Grade. | Number of hands in each grade. | Pay. | | |
|---|---|---|---|---|---|
| | | | Minimum. | Annual increment. | Maximum. |
| | | | Rs. | Rs. | Rs. |
| *A. Upper Division.* | | | | | |
| (*a*) Superintendents ... ... | I | 2 | 200 | 10 | 250 |
| (*b*) Ditto ... ... | II | 5 | 150 | 10 | 200 |
| (*c*) Assistant Superintendents ... | | 7 | 100 | 10 | 150 |
| *B. Lower Division.* | | | | | |
| (*d*) Clerks ... ... | I | 18 | 70 | 6 | 100 |
| (*e*) Do ... ... | II | 36 | 50 | 4 | 70 |
| (*f*) Do ... ... | III | 68 | 30 | 4 | 50 |

*General, dated 14th April 1904.*

A scale constituted as above, with proportionate grades, evenly balanced increases, and a fairly attractive minimum, ought to answer the needs of the Central Government Office. None of the present hands will, however, be placed in the new grades till they pass a satisfactory test in the new office manual and its practical application.

8. The establishment working with the Dewan is sometimes called the Dewan's Camp Office, which does not correctly indicate the scope of the duties devolving on it. 'Home Office' being even more inappropriate, the Government perfer the designation 'Dewan's Personal Establishment.'

9. To secure efficient supervision, the Government of His Highness deem it indispensable to appoint a Registrar, answering to the similar and invariable factor in the Government of India Secretariat machinery. Subject to the orders of the Secretary and the Deputy Secretary he will exercise disciplinary control over the entire office establishment. He will be chosen with special regard to business aptitude and punctuality, and it will be his duty to see that the subordinates acquire the former and observe the latter. The Government further consider that in the matter of discipline, continuity of administration is of the utmost importance. Changes of Secretaries and Deputy Secretaries at comparatively frequent intervals are almost inevitable and some other and more permanent custodian of efficiency in the office must therefore be found. This will be supplied in the person of the Registrar, and the pay of the post has been fixed, mainly, with a view to securing in the first instance a competent officer and to retaining his services in the same capacity for a reasonably long period. In view of the Registrar's responsibilities his rank will be that of a Gazetted officer. His pay will be Rs. 300 rising by annual increments of Rs. 30 to 600. In consideration, however, of Mr. Narasinga Rao's special services, the scale of Rs. 400-40-600 was sanctioned in his behalf. The experience which he has gained in Simla has to be brought into action by him at every step of progress of the reform conceived and based on those lines.

10. The relation between the Registrar and the Assistant Secretaries will be co-ordinate. The former will be responsible for discipline and management, and the latter for the proper working up of cases. There need be no conflict of authority between them. It will be the duty of the Assistant Secretaries to see that the case work is well done and to bring careless or slovenly subordinates to book through the Registrar.

11. The present arrangement whereby the Deputy Secretary, who is in charge of the Muzrai Department is also attached to the General and Revenue Secretariat, has not facilitated the frequency of his tours. The Muzrai will, therefore, be an independent Department with a Secretary at its head. He can thus freely tour out, inspect the institutions and turn to good account the local knowledge he thereby gains. Having no other work, he should find ample leisure to study Muzrai questions most thoroughly and assist the Government materially. He will, however, have no executive capacity as it is undesirable to weaken the Deputy Commissioner's interest in Muzrai matters and as the policy on this point, recently adopted after much consideration, has been found to work well. The Muzrai Secretary will also inspect the Palace Muzrai Institutions as frequently as possible, and his notes regarding them will be laid before His Highness the Maharaja for orders.

12. To secure thoroughly independent views from the Secretariat on Forest matters and to unfetter the exercise of the right of appeal possessed by a great many persons against the order of the Conservator of Forests, the Government are of opinion that the combination of the office of the Secretary and Conservator in one and the same person ought to cease. This particular combination is not an unavoidable necessity. Nor is the Forest Secretariat so big as to call for its independent existence. The section of Forest, will, therefore, in future, form a part of the Revenue Branch of the General and Revenue Secretariat. The Conservator of Forests is requested to promptly report how many officials he will be able to spare, in consequence of the separation from him of the office of Forest Secretary and what arrangement he will make for the transfer of the Secretariat portion of the records to the General and Revenue Secretariat.

The Forest Secretariat will cease to exist as a separate Secretariat from the 1st July 1904.

13. The improvement of the Monthly Proceedings volume on the lines suggested in the report is approved. The supply of Monthly Proceedings volumes to the

subordinate officers of Government has been recently cut down. Spare copies of such Proceedings as convey important rulings will be sent to the Heads of Departments and Deputy Commissioners so that they may keep themselves informed of the policy of the Government.

14. The Government of His Highness the Maharaja are pleased to place on record their appreciation of the services rendered by Mr. Narasinga Rao, who has executed a difficult task with a promptness and ability that argue well for his power to carry through the still more difficult one before him. On him and the Secretary lies the important duty of watching the working of the establishment and of reducing it to the possible minimum consistently with efficiency in as short a period as possible.

15. Detailed instructions based on the report now approved will be contained in the new Office Manual now under preparation.

*Offg. Secy. to Govt., Gen. & Rev. Depts.*

To—The Comptroller to the Government of His Highness the Maharaja of Mysore.
The Conservator of Forests in Mysore.
The Muzrai Secretary to the Government of His Highness the Maharaja of Mysore.
Heads of other Departments and Deputy Commissioners of Districts.

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Statement showing the various proposals of Mr. D. M. Narasinga Rao, sanctioned by the Government of His Highness the Maharaja :—

| | | | Para of the Report. |
|---|---|---|---|
| 1 | | The amalgamation of the Forest Secretariat with the General and Revenue ... ... ... ... ... ... | 12 |
| 2 | | The division of the General and Revenue Secretariat into Branches, Muzrai forming a separate Secretariat ... ... ... | 15, 16 |
| 3 | | The change of the designation of 'Huzur Head Sheristadar' into 'Assistant Secretary' ... ... ... ... ... | 19 |
| 4 | | The change of the designation of the 'Dewan's Camp Office' into 'Dewan's Personal Establishment' ... ... ... | 164 |
| 5 | | The appointment of an Account Officer as Assistant Secretary for 'Financial Matters' ... ... ... ... | 19 |
| 6 | | The appointment of a Registrar ... ... ... ... | 58, 99, 100, [101, 114, 124, 135 |
| | | The authorization of the Registrar to open and distribute all official receipts .. .. .. ... ... | 58 |
| | | The definition, on certain principles, of the responsibility of the Registrar and the Superintendents and the mode of distribution of work ... | 129, 130 |
| 9 | | The abolition of the Petition Branch ... ... | 17 |
| 10 | Do | the Council and Political Branch ... ... | 18 |
| 11 | Do | Loose Paper System and the adoption of the arrangements of records proposed in paras ... ... | 28, 32 |
| 12 | Do | Current Record Rooms ... ... ... | 38, 39, 40, 125 |
| 13 | Do | Sorting Branch ... ... ... ... | 42 |
| 14 | Do | existing 'From' Register ... ... ... | 59-62 |
| 15 | Do | Submission Registers ... ... ... | 102 |
| 16 | Do | existing 'Issue' Registers ... ... ... | 108-112 |

No. 5531 dated 30th Sept 01
Dis 917

Official Memorandum

Pending the revision of the Dewan's Office Establishment the Denial Establishment of the late 1st Councillor shown in the Pay Abstract as "Orderlies of the Dewan" will be included in the General Establishment of the Dewan's Office as detailed below:—

1. Narayanayya, Peon on Rs. 6+4 to be Harikar on Rs. 12/- with effect from 1st April 1901 rising to Rs. 15/- by an annual increment of one rupee.

2 × × ×

× × ×

By order
Sd/ H. V. Narayanayya
Secretary

No. 7571 Dt/ 10th November 1903.

## Mercara.

The following temporary Establishment is entertained with effect from 1st May 1903, for the office of the Private Secretary to the Dewan.

1. Venkataraccaiah Typist at Rs 15/- per mensem.
2. Venkata Dalayet at Rs 6/- p.m.
3. Gunda Rao do. attached to the Guest Quarters, Mysore at Rs 7/- p.m.

Sd/- H. V. Nanjundayya
Secretary.

To.

The Accountant.

No. 1804 D/4th August 1896
D+A306

Official Memo.

In modification of this Office Memo No. 1752 dated 31st July 1896 D+A298, it is ordered that the pay of each of the Councillors Personal Clerks will be Rupees 125/- with effect from 1st April 1896 rising to Rs 150/- at the end of one year from that date.

"By order"

Lt. C. Srinivasiengar
Secretary

To.

The Councillors to the Govt. of Mysore.

Office of the Dewan of
Mysore.

Dated Bangalore 31st July 1896.

No. 1752 / D+A 298 Dated 31st July 1896.

Official Memorandum.

The pay of the Councillor's Personal Clerks will be revised as follows:—

Rupees 125/- from the date on which the first increment was earned.

Rupees 150/- from the date on which the second increment will be earned.

"By order"

P. Ry. C. Sreenivasiengar
Secretary.

To

The Comptr. to the
Govt. of Mysore.

**URGENT**

COMPTROLLER'S OFFICE.
*Dated 9th February 1904.*

## OFFICIAL MEMORANDUM.

*Subject*—Budget Estimates for 1904-05.

The rules in regard to the preparation of the Budget Estimates are contained in Part I, Chapter II of the Financial Rules prescribed by Government in their Order No. Fl. 1150-1192—18-1901-1902, dated 7th February 1903, and in Articles 154 and 155, C. A. C., Vol. I.

2. Attention is also invited to para 5 of Government Order No. Fl. 1086-1128, dated 29th October 1903.

3. Receipts and charges should be prepared on separate forms. Similarly each *Major head* should be prepared on separate forms.

4. Explanations for variations in figures should be furnished, opposite the entry concerned, on the blank pages facing the Estimates.

5. In the case of variations which are based on an Order of Government, the number and date *as well as the purport* of the Order should be specified.

6. In the case of both *salaries* and *establishments* the column of numbers should be carefully checked. The rate of pay should be entered *within* parenthesis, the number in each rate being shown *without* as follows :—3 (500), 7 (400), etc., but where there is only one officer on each rate of pay, the number (1) need not be specified, thus " Clerks (75), (50), (30)."

7. When it is found by experience that a saving will arise from absence or other cause, a lump deduction should be made only in the case of *salaries* and *establishments*, the provision for *contingencies* being limited to actual requirements.

8 The establishments of different classes should be shown separately. Clerks should always be distinguished from servants. Wherever the scale of establishment is not shown in the printed form for want of information, it should now be supplied.

9. The provision for *temporary* establishments should be quite distinct from that for *permanent* establishments, details of the nature and rate of pay being given. The periods for which the former may have to be retained should also be specified within parenthesis.

10. The certificate required by Rule 10, Part I, Chapter II of the Financial Rules for progressive salaries, should be in the following form:—

| Name of office | Name of post | Pay | | | Date of last increment | Actual pay on 1st July 1904 | Remarks |
|---|---|---|---|---|---|---|---|
| | | Maximum | Rate of increase | Minimum | | | |
| | | | | | | | |

11. Wherever establishments pertaining to more than one office are included under one and the same head, officewar details, in exactly the same form as the printed Budget Estimates, should be furnished in manuscript.

12. The forms noted overleaf are herewith sent for the preparation of the Budget Estimates for 1904-05.

H. EAGLES,
*Officiating Comptroller.*

To—The

# 1903-04

# GOVERNMENT OF MYSORE

## FINANCIAL

## PROCEEDINGS

*Dated 29th October 1903*

**No.** Fl. 1086-1128

Passing orders on the notes submitted by the Comptroller, Mysore Government, on the consolidated budget estimates of receipts and expenditure for the year 1903-04.

SBP—6-11-03—400

*Financial, dated 29th October 1903.*

5. To ensure the prompt and timely disposal of the budget estimates, the Comptroller suggests the prescribing of the following rules. Government consider them suitable for the purpose and are pleased to direct that they should be adopted and observed strictly in future by all the Departments concerned :—

(1) Heads of Departments are requested to note that if their budgets be not received on or before the dates prescribed in Schedule A of the Financial Rules (No. Fl. 1150-1192—18-01-02, dated 7th February 1903), the provisions of the previous year's budget will be repeated and sanctioned by Government.

(2) Government sanction of Departmental budgets should be communicated to the Comptroller on or before 1st of May. If no such sanction be communicated before that date, the Comptroller will repeat the provision of the previous year's budget in his consolidated budget, and for any additions and modifications proposed or subsequently sanctioned, submit a separate list for the consideration of Government along with the consolidated budget.

(3) Individual sanctions of additions and modifications intended to be included in the budget should also be communicated to the Comptroller on or before the 1st May. Any sanction subsequently accorded will be entered in the separate list to be submitted to Government along with the consolidated budget, as already directed in Government Order No. Fl. 2361-402, dated 30th June 1903.

(4) To prevent delay in the Press, the forms of the budget and of the Comptroller's notes thereon should be kept standing with the type ; and the Superintendent, Government Printing, should on no account break them up without the special sanction of Government obtained through the Comptroller.

H. V. NANJUNDAYYA,
*Secy. to Govt., Gen. & Rev. Depts.*

To—The Comptroller, Mysore Government.
The Deputy Commissioners of Districts.
The Other Heads of Departments.

Exd.—C.V.

READ—

Notes submitted by the Comptroller, Mysore Government, on the consolidated budget estimates of receipts and expenditure for the year 1903-04.

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No. FL. 1086-1128, DATED BANGALORE, 29TH OCTOBER 1903.

ORDER THEREON.—Government observe that in the notes read above, the Comptroller has raised certain questions which do not directly bear upon the estimates submitted, and would have been more appropriately placed before Government as independent matters instead of being brought in as side issues in connection with the budget.

2. The first complaint is that the duties and responsibilities of the Comptroller have not been clearly defined. But para 3 of Government Proceedings No. Fl. 1150-1192—18-01-02, dated 7th February 1903, quoted by him, is a sufficient definition of his position in this respect. The desirability of the Comptroller "deciding on all account procedure and reporting on all matters of finance and expenditure" is clearly laid down and the rules are then prescribed. The Comptroller has, it is to be feared, mistaken the intention and misunderstood the scope of the functions laid down in these rules. According to his own statement, he has been consulted and he has advised regarding the financing of the 2nd Installation, Cauvery Water Power Scheme. The advice of the Public Works Department is said to have been accepted in preference to that of the Comptroller. If after considering his advice, Government has been compelled not to adopt it either wholly or in part, it is not a matter to which the Comptroller can reasonably take exception, though, it may be observed, the Comptroller is wrong in thinking that his advice has been set aside in this instance. Government cannot find any justification for the Comptroller refraining from proffering his advice on the budget estimates in accordance with the rules which have been very carefully laid down and admit of no doubt or ambiguity.

3. Clause 5 and the note thereunder, appearing under para 11 of the notes, deal with the question of authorizing the Comptroller to utilize the whole of the savings of his office establishment for extra temporary establishment, and for maintaining an adequate number of apprentices to deal with special work. This refers to a matter already once decided by Government, and if the Comptroller has to make a further representation, it will receive due consideration again.

4. Regarding the question about financing arrangements with Messrs. Coutts & Company, London, in connection with the 2nd Installation, Cauvery Water Power Scheme, the company in their letter dated 28th April 1903 say: "There will not be any objection on our part to the Comptroller's proposals that the surplus royalties be used monthly in part payment of any sums which we may have advanced to the Mysore Government." In Government Order No. Fl. 2274-5, dated 20th June 1903, the Comptroller was distinctly informed "that the earnings of the new Installation and any surplus revenue from gold royalties, which becomes available from time to time, should be utilized monthly in part payment, with interest, of the sums advanced to Government;" and a direction was given to him as follows:—"Hence the surplus with the Bankers need not be withdrawn." In the letter of the 1st August 1903, sent to Messrs. Coutts & Company, under the Dewan's signature, it is said "you will hold the said notes as security to you for any sum by which the 'Electric Power Transmission 2nd Installation' account you are opening for the Government, may, at any time, be overdrawn." The word overdrawn would be meaningless, if monthly adjustments were not made. It does not therefore seem that there is anything to prevent Messrs. Coutts & Company from being asked to pay out of the balance belonging to the Mysore Government in their favour whenever such balances are available. The Comptroller, Mysore Government, has already been requested to make a separate reference to Government if further action or explanation be required on any points in this connection (*vide* para 5 of Government Proceedings No. Fl. 483-523, dated 20th August 1903). Copy of letter to Messrs. Coutts & Company, No. 1030 of the 22nd instant, which the Acting Comptroller has already seen when consulted by the Dewan on this point, is also forwarded for information.

## FINANCIAL DEPARTMENT.

*Circular No.* 2009—*B. & R.* 40, *dated* 14*th February* 1903.

*To—All Heads of Departments and Deputy Commissioners of Districts.*

Government having, in para 19, Part I, Chapter II of the Financial Rules, referred to in para 3 of Government Order No. 1150-1192—18-1901-1902, dated 7th instant, directed that details should be furnished in the budget for contingent charges, the undersigned has the honor to request that all Heads of Departments and Deputy Commissioners of Districts to furnish details under the heads noted below for contingent charges in their budget estimates for the year 1903-04.

Such of the Officers as have already forwarded their estimates will be so good as to furnish the same details in a separate communication.

1. Purchase of Furniture.

This includes—
- (*a*) Purchase of European articles each costing less than Rs. 5.
- (*b*) Purchase of European articles each costing not less than Rs. 5.
- (*c*) Purchase of country articles each costing less than Rs. 10.
- (*d*) Purchase of country articles each costing not less than Rs. 10.
- (*e*) Record racks, boards, etc.
- (*f*) Rattan mats and blinds.
- (*g*) Table cloth.
- (*h*) Office scales and weights.

2. Purchase of Books.
3. Repairs to furniture.
4. Liveries and clothing of servants.
5. Tour charges.

This includes—
- (*a*) Tolls.
- (*b*) Packing charges.
- (*c*) Petty carriage and cooly charges.
- (*d*) Carriage of stationery and records.

6. Hot and cold weather charges.
7. Cleaning charges.

This includes—
- (*a*) Sweepers' allowances.
- (*b*) Scavengering expenses.

8. Rents, rates and taxes
9. Office expenses.

This includes—
- (*a*) Peons' belts and badegs.
- (*b*) Lighting charges.
- (*c*) Cloth for records.
- (*d*) Binding charges.
- (*e*) Advertisements.
- (*f*) Window delivery ticket.
- (*g*) Prickly-pear destruction charges.
- (*h*) Dhoby and barbers' charges.
- (*i*) Supply of drinking water.
- (*j*) Money Order commission.
- (*k*) Gardening charges.

10. Postage and Telegram charges.
11. Petty repairs to buildings.
12. Miscellaneous.

If any amount is provided under this head, the object for which it is intended should be specified.

E. R. SUBROYER, *Comptroller.*